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**From:** Dutton, Steven [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=795A1526FEEC425F8BE0B3F5C0A671C6-DUTTON, STEVE]  
**Sent:** 10/10/2018 4:46:35 PM  
**To:** Boyd, Marieka [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=667ddadc1eaa4441be9abd1813973cc0-Boyd, Marieka]; Vandenberg, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=dcae2b98a04540fb8d099f9d4dead690-Vandenberg, John]; Greaver, Tara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=87aaee6c3784c4ba57193cdb5ba84f4-Greaver, Tara]; Hotchkiss, Andrew [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=10f01ccc8611401bb34d16b71a87d3d5-Hotchkiss, Andrew]  
**Subject:** Approved Travel

Hi All,

I've gone through the 9/28/18 RTP travel plan and identified to the best of my ability what travel we would consider approving at this point for FY19Q1 and Q2. Below is the list. Unfortunately, we do not have a CR yet or any allocation of funds for FY19 so I will add the caveat that if anything crazy happens with our budget, we would need to reconsider. But I expect our travel will look similar to last year which is what I am basing these decisions on. I will also add that people **\*need\*** to use training dollars to the maximum extent possible. So they need to put in SF182s, as appropriate, for conferences. Part of the reasoning is the PM CASAC meeting and a couple IRIS meetings are likely to occur in DC which will eat up a significant amount of travel resources (training can't be used for these). I will try hard to secure additional travel resources to cover these, but no guarantees. So please help me in stretching the travel dollars as far as we can. I'll update as I get further information. Also, PLEASE look this over carefully and make sure nothing obvious is missing and come talk to me if you have any questions. We are required to have a role (presenter, chair, etc.) in the large meetings (SOT, SRA, etc.) and very very highly encouraged to have a role in all other meetings.

Steve

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TRAVEL TRAINING TRA

# Deliberative Process / Ex. 5

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Thanks,  
Steve

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Personal Matters / Ex. 6